

City of Sumter



VACANT POSITION

Zoning Inspector
Planning Department

Job Purpose: Under general supervision, will proactively manage the enforcement agenda for such zoning issues as illegal uses, signs, temporary uses, site plan and subdivision conformance, and stormwater management. Work involves investigating potential violations, carrying out appropriate enforcement responses, educating businesses and the public on zoning code enforcement matters, reviewing property records, business records, plans as required to document and correct violations, presenting violations in a civil court setting. Must possess the ability to effectively analyze situations, write clearly, and think critically. Must have the temperament to handle complex and confrontational situations with patience, tact, diplomacy, and courtesy. Must be customer service oriented and possess the ability to resolve problems. Must have a working knowledge and understanding of zoning requirements and enforcement processes.

Minimum Qualifications: Associates degree with a background in Planning, Law Enforcement, Public Administration or related field and at least two years of experience in a position with a high degree of positive, results-oriented public interaction. Must be able to communicate effectively in difficult situations and have the ability to de-escalate confrontational encounters. Must possess a valid South Carolina driver's license.

Deadline to Apply: **Open until filled**

**NOTE: Please submit letter of interest to
Human Resources Director**

Visit the City of Sumter website at www.sumtersc.gov
for an employment application and mail, fax or deliver to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150
Fax: 803-774-3984